Arizona Department of Education
Research and Evaluation Section
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MEMORANDUM

TO: Superintendents, Charter Holders, Principals, and SAIS Coordinators

FROM: Dr. Robert J. Franciosi
               Deputy Associate Superintendent

DATE: March 12, 2010

SUBJECT: **Data Correction and Statistical Appeals for Graduation Rates.
                  (REF: RE10001-E)**

This memo is to inform you about the process for correcting your graduation rate data for the classes of 2008 forward. The Research and Evaluation section of the Arizona Department of Education will accept requests to open SAIS for the fiscal years of 2007, 2008, and 2009 to correct student information that affects the graduation rates of your school or LEA.

The four-year school graduation rate of the class of 2009 will be used in the 2010 school AYP evaluations. The four-year LEA graduation rate of the class of 2009 will be used in the 2010 LEA AYP evaluations. The five-year school graduation rate of the class of 2009 will be used in the 2010 AZ LEARNS determinations. The graduation rate will be used for any high school that had students of the 2009 cohort enrolled in grades 9-12 at any time.

This data correction process is the statistical appeal of the graduation rate for both AYP and AZ LEARNS. No statistical appeals will be accepted after the close of this process. Corrected student information must be submitted via SAIS. <u>Statistical appeals will not be granted if the underlying student information is not corrected.</u>

NOTE: State law allows for the correction of student information for three previous years only. This will be your LAST CHANCE to correct freshman-year information for the class of 2010.

The Data Correction Process

You may view the graduation rate for your school or LEA via an application available on the Common Logon. The application also displays the SAIS IDs and information on the students included in the graduation rates for your school, district or charter holder. On the AZ LEARNS/Adequate Yearly Progress (NCLB) page of the Common Logon, click on the link named <u>Graduation Rate Cohort Report</u>.

To request that SAIS be opened for a previous fiscal year to correct the student information used in your graduation rate, submit a letter on district or charter letterhead with the following information:

1. Date
2. Full name of your LEA
3. The CTDS and entity numbers of your LEA
4. The full name, phone number, and e-mail address of your SAIS coordinator.
5. The full name, phone number, and e-mail address of the person who will submit the corrected data (if different from the SAIS coordinator).
6. The fiscal years you wish to be opened (2007, 2008, and 2009 only).
7. A list of the student records you wish to correct. For each record you must list:
    a. The student's SAIS id.
    b. The fiscal year.
    c. Documentation supporting the correction.

For the documentation that is required to support a correction, please refer to the non-regulatory guidance from the U.S. Department of Education posted on the Arizona Department of Education (ADE) web site at:

http://www.azed.gov/researchpolicy/grad/grad_rate_guidance.pdf

Requests that do not provide sufficient evidence will be denied.

NOTE: Requests can be made to correct activity codes ONLY.

E-mail or fax your request to the Research and Evaluation section at achieve@azed.gov or 602-364-0887. After your request is reviewed and approved, a window for uploading correct information will be open for ten days after you are notified of the approval of your request.

Important Dates

Deadline for submitting SAIS data correction request to Research and Evaluation.	**April 30, 2010**
Deadline for uploading corrected SAIS data.	**May 28, 2010**
Close of Statistical Appeals for 2009 Graduation Rate.	**May 28, 2010**

Calculating the Graduation Rate

The graduation rate is a measure of the percent of a cohort class who have graduated within four years. For example, students are considered a potential member of the cohort of 2009 if:

1. The student enrolled as a 9th grader or US for the first time in the 2005-2006 school year.
2. The student enrolled as a 10th grader or US in the 2006-2007 school year, and had not previously enrolled in a high school grade (9-12, US).
3. The student enrolled as an 11th grader or US in the 2007-2008 school year, and had not previously enrolled in a high school grade (9-12, US).
4. The student enrolled as a 12th grader or US in the 2008-2009 school year, and had not previously enrolled in a high school grade (9-12, US).

For the calculation of the four-year graduation rate students in the cohort fall into three categories:

A. **Students who have graduated.** These are students in a cohort who have graduated on or before their cohort year. They have exit/year end codes of W7, G, or S7.

B. **Students who remain in the cohort but have not graduated.** These are students in the cohort who have remained in your school but have not graduated, or who have dropped out from your school. They have exit/year end codes of W2, W3, W4, W5, W10, W11, W12, W13, S2, S3, S4, S5, S10, S11, S12, S13, C, A, SA, SC, or SE. Note: Students with year end codes P or R are considered dropouts if there is no subsequent enrollment or appropriate summer withdrawal.

C. **Students who have exited the cohort.** These are students who were in the cohort but who have exited. They have exit/year end codes of W1, W6, W8, W9, S1, S99, S6, S8, and S9.

The graduation rate = students in category A / (students in category A + students in category B)

Because the graduation rate is a cohort measure, schools should especially be aware that:

1. A school is responsible for students in Category B above even if the students were not enrolled in that school in the current school year.
2. A student may be a member of a cohort because of an enrollment in ninth grade in another school regardless of when the student was considered a 9th grader in her current school.

If you have any questions regarding this information, please contact Research and Evaluation at 602-542-5151 or email gradrate4@azed.gov.